

D/Pers 84-4443

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT Implementation of the Banding Pay System

STAT FROM: William F. Donnelly
Director of Communications

EXTENSION

NO.

OC-1112-84

DATE

19 DEC 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. D/PERSONNEL

DEC 21 1984

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

3. Director of Communications

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ILLEGIB

~~CONFIDENTIAL~~

D/Pers 34-4443

oc- 1112-84

19 DEC 1984

MEMORANDUM FOR: Director of Personnel

25X1 FROM: William F. Donnelly
Director of Communications25X1 SUBJECT: Implementation of the Banding Pay System

It is requested that action be initiated to accomplish the following procedures prior to the banding pay system implementation date of 20 January 1985:

- Promotions between band levels will be designated "Promotion".
- Incremental increases within a band level will be designated "Merit Advancement".
- Personnel Action Form 1152 will be used to process promotion and incremental increases.
- Bonuses will be designated "Bonus Awards" and Form 560 will be used to authorize payment. These bonuses will be awarded to individuals on a one-time basis using funds from the Office of Communications Personal Services budget allocations.
- Fair Labor Standards Act (FLSA) designations will continue to be based on current guidelines. TCO I and TCO II employees will be non-exempt

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25X1 **SUBJECT: Implementation of the Banding Pay System**

and TCM III and TCM IV will be exempt (N). Special
consideration will be given to TCO III employees'
FLSA status after the initial implementation
process has been completed.

25X1

25X1

25X1

William F. Donnelly

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PSI 3 months prorated

off 1-20-85

input

input

DOG & LSI will read 1-20-85

STAT

☐ will ~~not~~ be destroyed after 1-20-85

2 payperiod unit for overseas - pay adj.

max - 4 usually

3

2

1

STAT

merit advances ☐ along with Promotions

Conversion equal to or next highest salary

Original if step is due step is calculated and then conversion is processed.

Debbie/pmc



STAT

Check with Wendy
to see if she is
reviewing with ☐
Will GS11 go to TCO 2 and
TCM 2

advise Dave